



**GREAT WAY TO GAIN EXPERIENCE!**  
**OPEN UNTIL FILLED—UNION POSITION**  
**JOB ANNOUNCEMENT**

**TITLE: Relief Counselor**  
**PROGRAM: All Programs**  
**SALARY: \$11.55 hour**

Progress Foundation is a non-profit agency dedicated to providing alternative community treatment options to seriously mentally disabled individuals. We have been doing this work since 1969. In addition to providing direct treatment services, we have taught many others how our non-traditional services can be replicated in other communities.

**PRIMARY RESPONSIBILITIES:**

Under the supervision of the Program Director or the Assistant Director, Relief Counselors provide support and assistance to clients at adult psychiatric transitional and acute residential treatment programs. Generally, Relief Counselors advocate for and respond to clients' treatment and rehabilitation needs. Specific functions are outlined in the job description.

Duties include: performance of intake interviews; group, individual, and family counseling; treatment plan development and implementation; coordination of activities; discharge planning; and developing and maintaining contact with clients' therapists and related treatment programs. In addition, the counselor is required to maintain clinical records and to perform minor household repair and cleaning tasks. Candidates must be willing to work a flexible schedule, including some weekend and overnight shifts.

**MINIMUM QUALIFICATIONS:**

Experience in residential treatment and/or knowledge of social rehabilitation is preferred, but not required. Must be able to communicate effectively both orally and in writing. Must demonstrate an acceptable level of maturity, good judgment and emotional stability. Must be able to negotiate several flights of stairs during each work shift.

Before commencement of employment, must submit to a fingerprint check and health screening exam in order to obtain clearance from the State Dept. of Social Services, Community Care Licensing. **Employment is contingent upon meeting the above minimum qualifications.**

**SEND RESUME TO:**

**Napa-Sonoma Clinical Director**

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**Visit our website at [www.progressfoundation.org](http://www.progressfoundation.org)**

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